

CITY OF MILPITAS
CITY COUNCIL (FINANCE) SUBCOMMITTEE
Wednesday, April 6, 2005, 4:00 p.m.
455 E. Calaveras Blvd.

I. CALL TO ORDER - Vice Mayor Gomez called the meeting to order at 4:15 pm

Attendance: City Council: Vice Mayor Armando Gomez
Debbie Giordano, Council Member
Staff: Emma Karlen, Jane Corpus

II. CITIZENS FORUM - There was no attendance from citizens or the public.

III. APPROVAL OF MINUTES: The March 2, 2005 minutes were reviewed and approved.

IV. ITEMS FOR DISCUSSION

A. Department Funding Needs Not Currently Funded:

Vice Mayor Gomez requested Finance staff to provide a non-funded needs list. He would like the City Council to be aware of non-funded needs that do not get resolved. This can help set priorities as needs arise.

The different department can periodically update their needs, state how much they have saved so far and identify on-going needs in their department.

- Finance staff will provide this list to Vice Mayor Gomez after they gather the information from the various departments.

B. Overtime Issue:

Every two weeks Finance generates a report that identifies specific units that exceed the 10% overtime usage. Some departments routinely claim overtime, and it would be good to know their justification for overtime use. The department could possibly write a short memo explaining the overtime need.

- Review the overtime report year to date, look at departments' overtime funding status and then decide the next procedure to help cut overtime. Take a look at budget v/s actuals, not individual persons.

V. OTHER BUSINESS

Councilwoman Debbie Giordano would like Finance to provide a list of outside vendors and services the City uses that affect the General Fund operating budget. This information would let us know what outside services and vendors cost the City, which costs increase year by year and why.

- Finance staff will create a matrix that lists the vendor or contractor's name, the dollar amount, and if possible the requesting department. The time periods should cover FY01-02, FY02-03, FY03-04 and FY04-05. The information is needed before the next Council Meeting.

VI. NEXT MEETING - Wednesday, May 4, 2005 at 4:00 pm

VII. ADJOURNMENT
